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| j0232054Friendly Letter Rubric Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Score\_\_\_   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Criteria** | **Core** | **1**  ***Beginning***  *grade-level expectations* | **2**  ***Emerging***  *grade-level expectations* | **3**  ***Developing***  *grade-level expectations* | **4**  ***Meets***  *grade-level expectations* | | **Salutation and Closing** | |  |  | | --- | --- | | http://www.nylearns.org/images/spacer.gif | **Use basic writing skills to establish, maintain, and enhance personal relationships** | | Salutation and/or closing missing | Salutation and closing have 3 or more errors. One or both not correctly placed | Salutation and closing have few errors and are placed appropriately | Salutation and closing have no errors in placement, punctuation or capitalization. | | **Body of Letter** | |  |  | | --- | --- | | http://www.nylearns.org/images/spacer.gif | **Write a paragraph with supporting details** | | Many sentence fragments or run on sentences. | Most sentences are complete and well written. Paragraph is unorganized. | All sentences are complete and well written with no fragments or run-ons. Paragraph is generally well done. | Sentences and paragraph are complete, well-written, varied sentence structure and vocabulary. | | **Uses Basic Writing Conventions** | **Use basic punctuation correctly**  **Know and correctly spell level appropriate high frequency words**  **Use correct verb tense when writing** | Many errors in spelling and/or grammar in body of letter that make the letter illegible. | 4-6 errors in grammar or spelling in body of letter that interfere in meaning. | 2-3 errors in capitalization or punctuation in body of letter that do not interfere in meaning. | No distracting errors in grammar or spelling in body of letter. | | **Presentation** | **Use correct letter formation in print and cursive** | Many distracting errors making it illegible. | Several distracting errors that make portions difficult to read. | Legibly written, easy to read with 1-2 distracting errors. | Legibly handwritten with no distracting errors. | |
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